

Appendix E

Backing Up Your Database

Sybase database

It is possible that at some time your hard drive or your local area network (LAN) could crash. It is always possible to reload the FA or Site software from the CD or the FASTDATA Web site, but the financial data is irretrievable. The solution to this potential problem is frequent database backups.

For users who run FASTDATA in a stand-alone environment or who are connected to a local area network (LAN) but have FASTDATA locally installed on their PCs, the FASTDATA team recommends you do a nightly or weekly database backup. Daily backups are best; if your hard drive crashes several days after a weekly backup, you must reconstruct all the work you did since the weekly backup after the database is restored.

For stand-alone FASTDATA GUI/Windows® version users, back up your database using the following steps:

1. Ensure you are not running FASTDATA. If the FASTDATA application is running, close it.
2. Open Windows NT® Explorer.
3. Create a new folder on the LAN or on another hard drive, if available, where you will copy your backup file (for example, G:\DAY_ENDING_02142000).
4. Locate the folder that contains your database file. For the current installation, that folder is the **C:\fdfs** folder
5. Click on the **\fdfs** folder, then look for **fastsite.db** in the file list on the right side of the window.
6. Right-click on the file and select **Copy** from the shortcut menu.
7. Right-click on the folder you created in step three and select **Paste** from the shortcut menu.

After you initially back up the database file, on subsequent back up actions Windows will ask you to confirm that you want to overwrite the existing file unless you use a newly created folder each time you do a backup. Select **Yes** to confirm replacement of the older database file with your most recent database file.

LAN users must verify with their LAN administrator that if the new folder created in step three is on the LAN, it will be included in the LAN backup. If you feel uncomfortable performing the steps described for backing up your database, contact your LAN administrator or the FASTDATA help desk.

Oracle database

You have several options for backing up an Oracle database. One option is to download a BAT file from the FASTDATA Web site, and use this file with a scheduling application to run automatic backups regularly. Go to <http://dbweb.secnnav.navy.mil/fastdata/oracle.htm> for additional information on Oracle database solutions.